

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**THIRD QUARTER MEETING**

**Minutes of Tuesday, September 17, 2002 (postponed from August 20<sup>th</sup>)**

The third quarter meeting of the Delaware Public Purchasing Association, Inc. for 2002, was held at Salty Sam's Pier 13, New Castle, Delaware and hosted by DHSS.

Those in attendance were: Mike Sabol, Support Services; Lori Gooch, DE State Police; Sandra Skelley, DHSS; Hilda Balascio, NCC; Ruth Kowalski, NCC; Tim McMahon, City of Wilmington; Paul Mahoney, City of Wilmington; Tina Romano, City of Wilmington; Janet Schukoske, OMWBE; Mary Ellen Saunders, DHSS; Jennifer Anderson, City of Milford; Patricia Johnson, DHSS; Tammy Albom, DHSS; Charles Griffith, City of Milford; Peter Gregg, City of Dover; Pippa Ashley, DE State Police; Bill Ingram, DPH; Dot Pecqueur, NCC; Andria Smith, NCC; Peter Rigterink, State of Virginia.

1. Opening of the Meeting

- a. Mike Sabol, President, called the meeting to order at 10:17 a.m.

2. Reading of the Minutes

- a. Mike Sabol suggested suspending the formal reading of the May 21, 2002, meeting minutes. Ruth Kowalski made the motion and Peter Gregg seconded, motion carried.
- b. Mike Sabol commented that any changes to the minutes can be discussed at the end of the meeting.

3. Committee Reports

- a. Treasurer's Report – No report
- b. Finance Committee – No report
- c. Membership Committee – No report  
Mary Ellen Saunders is now the chair for this committee.
- d. Program Committee – No report.  
Mike Sabol talked about the Procurement Expo he attended which was put on by the Small Business Development Center. He spoke with a Carl Thompson who claimed to be instrumental in getting the new state law regarding reverse auctions passed. Mike suggested he come to one of our meetings to make a presentation. Patty Johnson will contact him.
- e. Awards and Scholarship Committee – No report  
Sandra Skelley is still working on draft policy.
- f. Chapter Liaison – Mike Sabol  
Mike Sabol will talk about Region I Conference under new business.
- g. Education Committee – Peter Gregg  
Peter Gregg contacted NIGP and learned that a class can be taken-up to six times and still count towards certification. Peter only received two responses from DPPA members regarding seminars members would like to have in Delaware. PAPP is offering the Intermediate Public Procurement course, October 7-9, and Contract Management, October 24-25, both being held in Morgantown, PA. Peter will work on draft Reimbursement Policy. Mike Sabol talked about the Second E-Procurement Symposium being offered by NIGP. Contact Mike if interested in attending.

- h. Strategic Planning Committee – No report  
Janet Schukoske just received information at this meeting. She will have information available at the next meeting regarding draft policy.
- 4. Unfinished Business – Lori Gooch
  - a. Sandra will submit final Region I Conference report. Copy will be kept with meeting minutes.
- 5. New Business – Mike Sabol
  - a. Mike Sabol commented that committees wishing to meet after the regular meeting should coordinate with their members prior to the meeting.
  - b. Mike Sabol announced that a Nominating Committee needs to be set-up for elections to be held at the next meeting for 2003. The Membership Committee Chair, which is Mary Ellen Saunders, will head the committee. Lori Gooch and Tim McMahon volunteered to assist with the Nominating Committee.
  - c. Mike Sabol stated that all offices (President, First Vice President, Second Vice President, Treasurer, and Secretary) are open and members must contact one of the three committee members to be added to the ballot.
  - d. Mike Sabol discussed the option of changing the time of the meetings again. Members that are unable to currently make the meetings suggested having a late afternoon meeting, which would go into dinner. The regular attending members felt this would cause attendance to be poor.
  - e. Peter Gregg made a motion to have the meeting times added to the ballot so all members can vote and Sandra Skelley seconded, motion carried.
  - f. Peter Gregg is looking to send out an invitation to City and Town Halls to get purchasing agents to attend our meeting with hopes of getting new members. Janet Schukoske has a listing of State Agency Point-of-Contacts that will be helpful.
  - g. Sandra Skelley attended a meeting with Division of Accounting to discuss the needs of purchasing agents for an automated procurement system. A future meeting is going to be scheduled to get more input from other purchasing agents. New Castle County has been using an automated system for the last four years and is very happy with it overall. The company is Tier and they focus on government systems. Sandra will get information from New Castle County to give to Division of Accounting.
  - h. Mike Sabol discussed the Region I Conference being held in Atlantic City, NJ, October 17-18, 2002, sponsored by the New Jersey Chapter.
  - i. Mike Sabol also discussed that DPPA should start funding to have one representative attend these major conferences. This will be added to old business at the next meeting under educational reimbursement.
  - j. The 2003 meeting schedule: February 18<sup>th</sup> - TBD; May 20<sup>th</sup> - City of Wilmington; August 19<sup>th</sup> - TBD; and November 18<sup>th</sup> - New Castle County
- 6. Fourth Quarter Meeting
  - a. The fourth quarter meeting is scheduled for November 19, 2002, at 10:00 a.m. The meeting will be hosted by New Castle County.
- 7. Lunch Break
- 8. Afternoon Program
  - a. Sandra Skelley introduced the guest speaker, Peter Rigterink, before breaking for lunch. Peter was a DPPA member and worked for DHSS. He now works for J. Sargeant Reynolds Community College in Richmond, Virginia, as Purchasing Manager. Peter made a presentation on eVA Electronic Procurement. If you would like a copy of the presentation please contact Lori Gooch.
  - b. Mike Sabol thanked Peter Rigterink and Patty Johnson for the program.
  - c. The networking discussions took place prior to lunch then continued after Peter Rigterink made his presentation. The networking discussion proved to be beneficial and will continue at future meetings.
  - d. Mike Sabol forgot during the meeting, but now wants to add a “BIG Thank You” to Sandra Skelley for hosting this meeting.
- 9. Meeting Adjourned
  - a. Mike Sabol adjourned the meeting at 1:50 p.m.